



Field Trip Guide

Pre-K - 12



THE CABILDO
A LOUISIANA STATE MUSEUM

Field Trip Information



Address:
701 Chartres St.
New Orleans, LA 70116

Phone:
504-568-2123

Hours:
Tuesday - Sunday 10:00 a.m. – 4:30 p.m.
Closed Monday and state holidays.

Admission:

School groups with reservations	<u>FREE</u>
Chaperones*	<u>FREE</u>
Adults	<u>\$6</u>

*Special Note: We require one chaperone per 10 students. One adult per 10 students will be given free admission. Any additional chaperones must pay the \$6 fee. If visiting other sites, chaperones may purchase multiple museum tickets at the discounted price of 20% off. Teachers may choose to collect chaperone money in advance and complete a group payment with check or credit card. The Louisiana State Museum does not issue refunds.

Guidelines



The Cabildo Museum features thematic exhibits on the diverse aspects of Louisiana history, industry and culture.

Offerings

Museum introduction activities are by appointment only, Tuesdays through Fridays at 10 a.m. and 12 p.m. Museum activities last approximately 1.5 hours.

Scheduling

To make a reservation, please call 504-568-2123 or e-mail cscallions@crt.la.gov.

All school groups of more than 10, maximum 75 students must make a reservation. To guarantee availability, we require scheduling your tour a minimum of two weeks in advance.

School tours are free for students and chaperones. We require the minimum of one adult chaperone for every 10 students. Additional adults/chaperones must pay Museum admission fee.

Please notify the museum education department if your tour must be cancelled.

Classroom Materials

Please visit <http://louisianastatemuseum.org/museums/the-cabildo/> for pre- and post-visit classroom materials.

Museum Manners

Teachers, please review the museum rules with your chaperones and students before visiting the museum.

Teachers and Chaperones

Be prepared. Please read over this field trip guide to prepare yourself and students for your visit.

Be prompt. Please plan to arrive 10 minutes early to check in. Please have your group assemble outside the museum's front doors while the group leader checks in at the admission desk. If you are late, you may miss your scheduled tour.

Be attentive. Remind your students and chaperones to listen to instructions given by museum staff upon entering the building.

Be responsible. Chaperones must stay with the group and maintain order at all times. Please advise chaperones it is their responsibility to ensure students follow all museum rules. Failure to comply may result in your group being asked to leave the museum.

Be considerate. When in the museum, please be mindful of others by keeping voices down. Unruly students and/or chaperones will be asked to leave the museum.

Be careful. Please remind students not to touch or stand on any artifacts or platforms. Running, jumping and roughhousing is potentially damaging to the artifacts and dangerous to museum visitors.

Be neat. Please dispose of gum, food, drinks, and candy before entering the museum. Please dispose of any trash items in the proper receptacles.

Be aware of parking restrictions. Buses are not allowed in the French Quarter. Parking lots are located on Esplanade Avenue across from the Old U.S. Mint and behind the French Market by the River. Buses are only allowed to drive down Decatur Street, which runs along Jackson Square (located one block from the Cabildo). For questions, call the Department of Utilities of New Orleans at (504) 565-6260.

Students:

- Always walk inside the galleries and when going up and down the stairs.
- Observe all museum exhibits with your eyes only.
- Be respectful to yourself, your peers, other museum guests and the museum itself.
- Remain in the building until otherwise instructed by your chaperones.
- Keep all food and drink outside of the museum.



The Cabildo